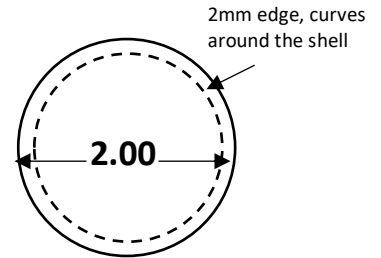


Button Maker Checklist

The button making activity goes well as part of a tabling event, with the question wheel.

Before:

- Design your button. ECO2school has several templates and designs as well.
- Send a circular graphic (jpeg or png) to ECO2school. We can adjust size to fit.
- Check button maker availability with ECO2school staff
- Work with the teacher advisor and administrative staff for event approval
- Advertise your event with banners, posters, and announcements



During:

- Allow 15 minutes of set-up time
- Make sure you have all your button making materials
- Set up the rest of your table with information signs and a sign-up sheet
- Follow the instructions to set up the button maker. Make a few practice buttons.

After:

- Clean up the table
- Pack up the button maker, circular punch and any leftover materials; return materials

Materials Checklist

- | | |
|--|---|
| <input type="checkbox"/> Table | <input type="checkbox"/> Circular punch |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Button materials (set of 30) |
| <input type="checkbox"/> Club or event information | ✓ Mylar covers |
| <input type="checkbox"/> Sign-up sheet and pens | ✓ Graphics |
| <input type="checkbox"/> Camera | ✓ Shells |
| <input type="checkbox"/> Button Maker | ✓ Pins |

Button Machine Instructions:

1. Use the circular punch to cut out your graphic design
2. Load the shell, graphic and mylar into the green side of the button maker.
3. Load the pin, pin side down, into the yellow side of the button maker.
4. Make sure that the direction of the pin aligns with the direction of the button.
5. Turn until the green is directly under the red. Pull the handle all the way down until you feel it engage.
6. Pull the handle up and turn the button maker until the yellow is directly under the red. Pull the handle all the way down until you feel it engage.
7. Pull the handle up. Your button should appear.

